

## ■ THE PERFORMANCE TEST

Within two weeks of the filing deadline, all applicants will receive a letter in the mail informing them of their eligibility to test.

The test is administered on a computer using CritiCall software, which determines a candidate's ability to quickly and accurately dispatch the necessary agency to the scene of an incident.

This is a pass/fail test.

Tentative testing sessions have been established for the following dates: 10/26/06, 10/27/06, 11/1/06, 11/2/06, & 11/6/06. Please note that these dates are subject to change.



## ■ YOU PASSED – NOW WHAT ?

If you are successful in the testing process, you will be invited to participate in interviews to establish an eligibility list. Those applicants who pass the interview will have their names placed on the eligibility list. Names remain on the list(s) for one year.

Once the eligibility list is established, background investigations will be conducted. This process may take up to five months. You can assist this process by ensuring that all the information on your application is correct and accurate. Please read the attached [Public Safety Dispatcher Disqualifying Criteria](#) ([double click here to download the PDF file](#)).

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Mail or deliver the required documents to:  
**City Of Chula Vista**  
**Human Resources Department**  
**276 Fourth Avenue**  
**Chula Vista CA 91910**

**Filing Deadline: Monday, October 9, 2006, 5 pm**

Applicants seeking additional information regarding these positions should contact the Human Resources Department at (619) 691-5096.

Applications and related documents may also be downloaded from our website  
[www.chulavistaca.gov](http://www.chulavistaca.gov).

### **LOCATION OF EMPLOYMENT**

Dispatchers for Fire and Police are housed in the Dispatch Center located in the Chula Vista Police Department at 315 Fourth Avenue, Chula Vista, CA.

### **BACKGROUND INVESTIGATION**

Applicants who are placed on the eligibility list will be required to have a background investigation. Please read the section "You Passed – Now What?"

### **PRE-PLACEMENT PHYSICAL**

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

### **SMOKING POLICY**

The City of Chula Vista has a policy that prohibits smoking in all City buildings and vehicles.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. Contact the Human Resources Department to request reasonable accommodation.

### **EMPLOYMENT ELIGIBILITY VERIFICATION**

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States.



## ACCEPTING APPLICATIONS FOR PUBLIC SAFETY DISPATCHER

Fire Dispatcher  
Police Dispatcher  
Police Dispatcher Trainee

Recruitment # 06518109

APPLICATION FILING DEADLINE:  
Monday, October 9, 2006 5 p.m.

## JOB SUMMARY, QUALIFICATIONS, AND SALARY

### ■ POLICE DISPATCHER TRAINEE

**\$3,538.68 - \$4,301.28 monthly**

This is an entry-level position. Receives, evaluates, and transmits emergency and routine voice radio messages via telephone, teletype and automatic alarm; dispatches required equipment and personnel in accordance with standard policies and procedures; maintains records; and performs related work as required.

**Experience:** One year clerical, administrative, public information or emergency service including radio-telephone communications work. Equivalent to completion of the twelfth grade.

### ■ POLICE DISPATCHER

**\$3,892.54 - \$4,731.41 monthly**

This is a full journey level class. Receives, evaluates, and transmits emergency and routine voice radio messages via telephone, teletype and automatic alarm; dispatches required equipment and personnel in accordance with standard policies and procedures; maintains records; and performs related work as required.

**Experience:** Two years of responsible clerical, administrative, public information or emergency service including radio/telephone communications work. Work experience in public safety field is highly desirable. Equivalent to completion of the twelfth grade.

### ■ FIRE DISPATCHER

**\$3,538.68 - \$4,301.28 monthly**

### ■ FIRE DISPATCHER, PART-TIME, HOURLY

**\$20.41 – \$24.81 hourly**

Serves as the primary service answering point for the Fire Department, receives, evaluates and responds to incoming requests for emergency and non-emergency fire and medical responses; transmits messages via radio, phone lines and data terminals.

**Experience:** One-year clerical, administrative, public information or emergency service including radio/telephone communications work. Work experience in public safety field is highly desirable. Equivalent to completion of the twelfth grade.

**License or Certificate:** Highly desirable: a valid Cardiopulmonary Resuscitation (CPR) certification and a valid certification from the National Academy of Emergency Medical Dispatch (NAEMD). Both certificates must be obtained within two-months of hire through City provided training.

## APPLICATION PROCESS

1

### **Complete the City Application for Employment.**

You only need to complete one application for any of the Public Safety Dispatcher positions listed. Applications may be downloaded from the City of Chula Vista website <http://www.chulavistaca.gov>



2

### **Complete the Supplemental Application Form.**

The supplemental application form is where you will note what position you are interested in and it is a "self-report" of background and experience that you submit with your Application for Employment. The supplemental questionnaire will be used to match your qualifications to the requirements of the various positions. To download the [Supplemental Application Form](#), [double click here](#).

3

**All positions require a typing speed of 40 net words per minute. Attach ORIGINAL, unaltered typing certificate to your application.** Online typing certificates, or those that do not follow the International Typing Contest Rules are not accepted.

*Applications received without an ORIGINAL typing certificate will automatically be disqualified.*

4

### **Mail or deliver, in person, all application materials to:**



City Of Chula Vista  
Human Resources Department  
276 Fourth Avenue  
Chula Vista CA 91910

*Based on the information presented in the application materials, candidates who meet the minimum qualifications will be invited to participate in the exam process. Candidates will be notified via standard US mail of the position(s) for which they are eligible to compete.*

## TYPING REQUIREMENT

Typing certificates must have been issued within the past two years and have the following information: your name; date the typing skills test was administered; the duration of typing test (5 minutes minimum); gross words per minute; number of errors; and net words per minute. Certificates must specify no more than five errors.

Typing certificates must have been obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification in their normal course of business. **A typing certificate obtained from the Internet is NOT acceptable.**

If you **mail** your application and original typing certificate, the typing speed data will be recorded on your application and the certificate will be mailed back to you.



## EMPLOYMENT INFORMATION

**Police Dispatcher, Police Dispatcher Trainee, and Fire Dispatcher are full-time, benefited, positions.**

These positions are represented by the Chula Vista Employees Association (CVEA) and will have a 1.92% salary reduction that coincides with work furlough. Furlough hours will be prorated for new hires based upon their start date.

More information on the **Police Dispatcher** position is available on the City Of Chula Vista Police Department's Website, [www.chulavistapd.org](http://www.chulavistapd.org).

**Fire Dispatcher, Part-Time, Hourly is a non-benefited position.**

All new and newly promoted employees must successfully complete a probationary period of one year. Upon successful completion of the probationary period, employees achieve regular status. Temporary, seasonal, part-time and unclassified positions serve at the will of the City Manager.



# Public Safety Dispatcher Disqualifying Criteria

The California Peace Officer Standards and Training (P.O.S.T.) requires applicants must not have any past behaviors indicating unsuitability to perform public safety dispatching duties. The following are general examples of potential disqualifying areas of concern that would prohibit hire as a Public Safety Dispatcher.

**Very few negative factors are automatically disqualifying.** Each incident will be evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the position.

<b>Employer and experience</b> Terminations Employee theft Using illegal narcotics or alcohol while on-duty Violent behavior demonstrated at the workplace Unstable work history Significant disciplinary actions for violating company policies Tardiness or absenteeism issues	<b>Education</b> Suspension or expulsion from school Violent behavior demonstrated at school
<b>Residences</b> Evictions History of late payments	<b>Military</b> Dishonorable discharge Non compliance with Selective Service registration law Disciplinary actions
<b>Financial</b> Accounts currently in collections Repossessions within the past 5 years Bankruptcy for reasons other than medical or loss of job Late or outstanding child support	<b>Driving</b> Repeated violations within 5-7 years Hit and run Driving without insurance Allowing tickets to turn into warrants
<b>Legal</b> Petty theft within the past 5-10 years Burglary within the past 5-10 years Forgery within the past 5-10 years Embezzlement within the past 5-10 years Grand theft within the past 5-10 years Insurance fraud within the past 5-10 years  Illegal drug use within the past 5-10 years Possession for sale or sale of controlled substances within the past 5-10 years Possession of explosive devices within the past 5-10 years	 Arson within the past 20 years  Domestic violence within your lifetime Elder or Child Abuse within the past 20 years Murder within your lifetime Rape within your lifetime  Assault within the past 20 years Unlawful intercourse with a minor Impersonating a Peace Officer within your lifetime
<b>General</b> Failure to follow-instructions Missing or incomplete application documents	Intentionally omitting or falsifying information Failed psychological or medical testing

**The City of Chula Vista employment application is the first official document in your hiring process. As part of the background investigation, your application information is compared to your fingerprint, credit and employment history and records and any subsequent documents you complete as part of the pre-employment screening process.**

**Do not lie or omit information. Misrepresentations, omissions and false statements are disqualifying. Each of your statements will be cross-referenced and verified.**